

**LCS Online Enrollment Application Instructions**  
**May 2022**

- **\*Online Enrollment is for enrolling new kindergarten students and new students to Limestone County Schools. Students requesting School Choice or District Choice will not use Online Enrollment.**

● **Online Enrollment For All New Students (K- 12) is NOW OPEN.**

- **If you need help with online enrollment, local schools will provide assistance starting Tuesday, May 3. Check with your local school for schedules and locations.**

1. Preparing for Online Enrollment

- Gather Important Documents
  - Student's Birth Certificate (If you do not have a copy, please check with the Limestone County Health Department)
  - Parent/Guardian's Government Issued ID
  - Proof of Residence (Need copy of actual statement. Photo of envelope will not work)
  - Custody Documents (Only required if parents/guardians have joint/shared custody)
  - Immunization Card
  - **Parents or Guardians must upload all Required Documents before submitting the online application. Your student(s) will not be registered in PowerSchool until all Required Documents are uploaded. If you need help with uploading documents, please check with your local school.**
- Family Contact Information
  - Phone Numbers and Addresses
  - Driver's License Number for Primary Contact
- Medical Information and Doctor's Contact Information
  - Phone Numbers for Doctors and Dentist
- **Parents or Guardians must have an email account to create an online enrollment account.**
- **iPhone or Smartphone with the Notes App.**
- **Total enrollment process will take 20-30 minutes. Once you begin filling out the application, any information entered can be saved so you can return at a later time to complete online enrollment. Look for**

**the “Save & Sign Out” tab in the upper right hand corner under the circle with your initials.**

2. Creating an Account and Login
  - Click on the LIVE Link
    - [English - LIVE Link](#)
    - Local School Website
    - Limestone County Schools Website
  - Click the **Blue** Create Account button.
  - Complete the Profile Information
    - First and Last Name
    - Daytime Phone
    - Email Address (**Must have an email address for online account**)
  - Complete Security Information
    - Password and Security Questions
  - Enter Sign In Information
3. Add New Student (One Application for each student)
  - First and Last Name
  - Date of Birth
4. **Student Information** (Page 2 of Online Application)
  - **Is your child District/School Choice? (Select yes if your student is currently a district/school choice student or is applying for district/school choice this spring.**
  - Gender
  - Enrolling Grade and Enrolling School
  - Home/Residential Information
  - Student Cell Number (Middle and High School Students Only)
  - County (District Choice students will select their home county)
  - Military Information
  - Transportation
    - Please select your child’s normal riding time.
5. **New Student Information** (Page 3)
  - Part A: Ethnicity
  - Part B: Race
  - Previous School Information
  - Pre-School Information

- Headstart- Federally funded preschool 3 & 4 year olds
  - First Class Funded- Voluntary State funded preschool (OSR)
  - Center Based Child Care- Private Daycare
  - Home Visitation Program- DHR/Family Resource Center
  - Home-Based Child Care- Daycare
  - Special Education Funded- Locally Funded Inclusive Pre-K
  - Other
- Home Language Survey
6. **Alabama State Department of Education Parent Survey** (Page 4)
    - Required by the state of Alabama.
  7. **Student Residency Questionnaire** (Page 5)
  8. **Digital Equity and Learning Preferences - NEW** (Page 6)
    - Student Access to Internet and Devices
  9. **Parent/Guardian Contact Information** (Page 7)
    - Add additional contact information (Up to 7 Contacts)
  10. **Contact Priority** (Page 8)
    - Determines which parent/guardian is the first to be contacted.
  11. **Siblings** (Page 9)
    - School aged siblings only
    - Separate application required for each student.
  12. **Health Assessment Record** (Page 10)
    - Vaccination Requirements
    - Physician - If you do not have a doctor, select **No Regular Place**
    - Dentist - If you do not have a dentist, select **No Regular Place**
    - Insurance
    - Medical History
      - If your child has no known medical or health problems, click the box and skip remaining medical questions.
    - Medications and Procedures - Click on the [blue link](#) to print the Prescriber/Parent Medical Form. Required if your child takes medication at school.
    - Medications

13. **Agreements from Student Handbook** (Page 11)
  - Student Handbook
  - Acceptable Use Policy
  - Device Agreement
  - Photo/Video Release
  - Corporal Punishment Opt-Out
  
14. **Document Uploads** (Page 12)
  - **(REQUIRED DOCUMENTS Must Be Uploaded before you can submit your student's online application.)**
  - Use the NOTES App on your iPhone or Smartphone
    - Check out the How To Video on Youtube
    - [How to Use NOTES to Scan Documents](#)
    - If you need help, check with your local school.
  - Birth Certificate **(Required)**
  - Parent/Guardian Driver's License or Government Issued ID **(Required)**
  - Proof of Residency **(Required)**
    - Utility bill, mortgage statement, or lease agreement.
  - Withdrawal Form from Previous School
  - Transcript from Previous School
  - Custody Documentation **(Required only for joint/shared custody)**
  - Immunization Record (Blue Link lists required immunizations. Still need a signed Blue Card from your doctor or health clinic - **Separate Form**)
  
15. **Electronic Signature** (Page 13)
  - I agree
  - Parent/Guardian Signature and Today's Date
  
16. **Summary Page** (Page 14)
  - A completed application will contain a **Green** Checkmark for all required sections.
  - **You MUST upload digital copies of documents to submit the online enrollment application.**
  - **If you need help with uploading documents, please check with your local school.**
  
17. **Next Steps**
  - May print a Completed Application for your Records
  - Complete a New Student Application for additional students/siblings.
  - **Free and Reduced Application (Very Important)**